

RFP 21260006 TO PERFORM EXAMINATION RATING SERVICES
QUESTIONS AND ANSWERS

Q. I would like to bid on the request for proposals to perform examination services. How do I submit a response to the RFP?

A. To bid, Respondents may submit a proposal for the rating of the oral examination portion of the Licensed Court Interpreter Examination for any languages for which Respondent has been approved by the NCSC. **Respondents must be NCSC-approved raters to be eligible for consideration.**

Respondents shall submit one electronic copy of the Proposal. The electronic copy must be formatted as searchable PDF files and stored on a standard USB drive, CD, or DVD. The electronic copy may not contain video or use embedded fonts. Submission pages must be numbered and contain an organized, paginated table of contents corresponding to the section of the Statement of Work. Respondent shall provide a detail narrative response to show how the Respondent intends to meet the requirements of the project. If the Respondent responds with "comply" to a specification, then supporting information is required to explain how the Respondent will comply with each requirement. Respondents shall include all required information to be returned with its response as specified in the individual section numbers. **Do not respond via email or in any manner other than as described in the RFP and summarized in this answer.**

Q. 1. I would be sending it by mail or by fax if the complete social security number is needed at this time. Currently I send the last four digits for email attachment.

2. There is no bidder information (Antitrust Certification Statement) as I am not a company. Please confirm if no bidder information is acceptable.

The Antitrust Certification Statement is required of all respondents (bidders) to the RFP.

3. I will attempt to follow up with the agency if the contact person has been changed. Please let me know if the contact person is not reachable or unavailable. Is October 1 is the last date for completing this process or please inform me that my application is acceptable and is completed?

A. The Request for Proposal titled 212-6-0006 To Perform Examination Rating Services in Section III Proposal Information, Section 3.4 Proposal Requirements list the items of submission for the RFP which include the Respondent Information, Experience & Qualifications (Exhibit A), Antitrust Certification, Execution of Proposal (Exhibit B), and Pricing.

Also, in Section III Proposal Information, Section 3.6 Proposal Submission informs the vendors on how the proposals will be submitted. Section 3.6 Proposal Submission (c) Telephone, facsimile, or e-mail proposals will not be accepted.

Please resubmit your bid as stated in the above sections of the RFP.

Please respond in accordance with the deadline stated in the RFP. If the contact person changes, the new contact information will be updated on the website.

Q. I am a rater for the NCSC. I looked through your request for a proposal, but I see that you are interested in languages other than Russian. Are you interested in Russian language test raters? Please advise.

A. Thank you for your question. We are looking for NCSC approved raters for all of the languages we offer. If you feel you are interested please feel free to respond to the RFP.

Q. As a rater, do I have to apply to you by myself or will you send assignments through NCSC?

A. In order to enter into a contract to provide rating services to the Texas Office of Court Administration, you must respond to the RFP. NCSC does not assign or coordinate rating services for Texas.

Q. Thank you for sending me the web links for RFP. As a NCSC language test rater and one of current court interpreter certification exam designers (Chinese Mandarin), am I expected to just submit questions and input or we are also expected to submit a proposal for contracted test design and rating work. I am a little bit confused with what you ask us to provide. Any advice to clarify this will be greatly appreciated.

A. A person who wishes to contract with the Texas Office of Court Administration must respond to the RFP in accordance with its terms. The RFP does not seek responses for test design work. If interested in contracting with this Office, please submit a proposal.

Q. I just received an email in regards to exam rating, and I was wondering if you are administering a test in Farsi?

A. Sorry, we do not administer a test in Farsi.

The deadline for the submission of the proposals is October 13, 2015 at 3:00 p.m. Further information regarding the Judicial Branch Certification Commission and its operations, including the Licensed Court Interpreter program and Guardian Certification program can be found at OCA's Web site: <http://www.txcourts.gov/jbcc.aspx>